

STATE OF MINNESOTA
Minnesota Department of Human Resources
STG Questions for “Staff Augmentation for MnCHOICES 3161” SOW

No	Questions
1.	<p>Is there an incumbent vendor who is currently, or has previously, been engaged to perform duties similar to the work outlined in this SOW? Yes If yes, who is the incumbent vendor and will they be permitted to respond to this SOW? International Projects Consultancy Services, Inc. They will be able to respond</p>
2.	<p>Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on MnDHS approved contractor time sheets, or if selected vendor will be paid based on completed/signed-off deliverables? Yes, vendors will be paid on an hourly basis</p>
3.	<p>Considering MnDHS is looking to secure these resources on a “Staff Augmentation” basis, please confirm that it will be acceptable for vendors to provide hourly billing rates along with resumes in order to satisfy the “Cost” requirement? Yes, hourly billing rates with resumes will satisfy the cost requirement</p>
4.	<p>What is the anticipated daily work schedule for selected vendor resource(s) (8AM - 5PM, Monday thru Friday)? 8 hour days between the hours of 6am and 6pm Monday-Friday</p>
5.	<p>Please confirm that the anticipated utilization of selected resource(s) will be full-time 40 hours per week (excluding State holidays) for the duration of the contract? Yes, this work is full time 40 hours per week</p> <p>If no, please provide anticipated utilization?</p>
6.	<p>Will selected vendor resource(s) be required to perform off-hours, on-call support work? It is not anticipated that vendors perform off-hours or on-call support</p>
7.	<p>Please confirm that vendor assigned resource(s) will be working at the direction and under the supervision of a MnDHS Project Manager. Yes, the vendor assigned resources will be working under the supervision of a DHS Project Manager</p>
8.	<p>Please confirm which MnDHS address the selected resources will be performing the duties outlined in this SOW? 540 Cedar Street St. Paul and with some meetings at 444 Lafayette St. Paul</p>

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9.	<p>Please confirm that MnDHS will provide selected contractor resource(s) with the laptop/desktop computer, hardware, software, and peripherals needed to perform the duties outlined in this SOW.</p> <p>Yes, computers hardware, software etc will be provided by DHS</p>
10.	<p>If this SOW is requesting staff augmentation services, are vendors still required to provide the following:</p> <p>Detailed response to “Business Need”</p> <p>a) Description of the vendor’s understanding of the need and explanation of their proposed solution.</p> <p>b) Explain how the project will meet the requirements.</p> <p>c) For each “response,” vendor would need to explain if their solution already includes the business/project requirements or would the solution have to be modified.</p> <p>d) Include description of software/hardware configuration.</p> <p>This information does not seem applicable for response to a staff augmentation position.</p> <p>The solution refers to how the candidate will approach their participation in the project. A brief response is required describing your candidate’s skillset and their ability to respond to the projects business needs, requirements and responsibilities.</p>
11.	<p>How many contractor resources does MnDHS anticipate selecting and needing to perform the duties outlined in this SOW?</p> <p>one</p>
12.	<p>Is the purpose of this SOW to extend/renew existing or current contractor resources that are already providing services to MnDHS?</p> <p>The work is in progress and the intent is to contract for continuation of the work</p>
13.	<p>Is the purpose of this SOW to procure new/additional contractor resources to assist with this project?</p> <p>The purpose of the SOW is to continue the work that is in progress</p>
14.	<p>The RFP appears to be looking for a business analyst. However, the "Response Requirements" request information about a "solution" including software/hardware configuration, clients using the "solution", etc. Are you looking for a packaged solution or a business analyst in a staff augmentation role? If a BA, what do you need for the "Response Requirements"?</p> <p>The solution refers to how the candidate will approach their</p>

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15.	<p>Is this a new position? Or, an existing position that already has an incumbent?</p> <p>This is an existing position</p>